



FY2013 Kentucky Arts Partnership Grant Program

Application Deadline: January 15, 2012

Application to this program must be made via the Kentucky Arts Council's online application system. The Kentucky Arts Council strongly encourages you to read and understand these guidelines before accessing the application at our online application system.

Like all programs of the arts council, the Kentucky Arts Partnership program is guided by the arts council's core values. Successful applications will embody these core values, and all applicants are strongly encouraged to read and reflect upon them before submitting an application.

[Core Values of the Kentucky Arts Council](#)

Program Purpose

The purpose of the Kentucky Arts Partnership Grant Program is to ensure that year-round participation in the arts is available to the people of Kentucky by providing unrestricted operating support to arts and cultural organizations.

Goals

- To develop and maintain strong arts organizations
- To increase arts participation statewide
- To promote diverse arts and culture
- To help build an efficient arts delivery system across the state

Who May Apply

- Kentucky nonprofit organizations whose primary purpose is to provide year-round arts services and programs directly for the benefit of the public
- Organizations that have had IRS tax-exempt status for at least one year prior to the application deadline date


Notes:

- Organizations whose prior year expenses were \$250,000 or more must provide an audited financial statement to apply.
- Organizations whose prior year expenses were \$100,000 to \$249,999 must provide a financial review performed by an independent Certified Public Accountant to apply.

Program Description

The Kentucky Arts Partnership Grant Program provides support for the operating costs of arts and cultural organizations whose primary mission is to provide year-round arts programming.

Performance Expectations

Your application will be assessed using the following performance expectations. You may wish to refer to the [Panelist Assessment Sheet](#)  to better understand how your application will be evaluated.

1. Delivery (40%)

- Organizational and administrative capacity and planning
- Methods used to determine and ensure artistic and/or programming quality
- Financial control and adequate resources
- Data collection, analysis and maintenance
- Continuous assessment of the organization's performance

2. Networking and Collaborations (30%)

- Relations with local arts and non-arts organizations
- Relations with students and educators
- Relations with artists
- Relations with statewide, regional, national and international organizations

3. Diversity (15%)

- Building diversity in the organization's leadership and participants
- Promotion of diverse arts and culture
- Outreach to underserved populations and persons with disabilities

4. Value/Role of the Arts (15%)

- Community's need for the arts
- Provision of public value
- Communications and use of media
- Arts and arts-in-education advocacy

Grant Amounts

The Kentucky Arts Partnership Grant Program funding formula will be based on the following:

- The available funds for the program
- Applicants' scores by the review panel, based on the performance expectations
- Organizations' operating revenues, with funding caps for the following tiers:

| Operating revenues for arts programs | Funding caps |
|--------------------------------------|--------------|
| \$5,000,000 and more | 1.5% |
| \$2,500,000 - \$4,999,999 | 2.5% |
| \$1,000,000 - \$2,499,999 | 3.5% |
| \$500,000 - \$999,999 | 4.5% |
| \$100,000 - \$499,999 | 5.5% |
| less than \$100,000 | 6.5% |

The definition of operating revenues used to compute the funding formula includes the following:

- Earned revenue
- Unrestricted contributions
- Sponsorships and underwriting revenue utilized in the applicable fiscal year
- Dividends and interest on investments not from endowments
- Endowment withdrawals in the applicable fiscal year
- Grants from government, corporate and foundation sources

Restrictions

Internal programs of academic institutions and state or other agencies supported primarily with state or federal funds are ineligible.

Kentucky Arts Partnership grant funds may not be used for the following purposes:

- Purchase of equipment, property, library holdings or acquisitions
- Capital improvements, facility construction, structural renovations and restorations
- Publications or recordings for commercial purposes
- Scholarships or other activities related to academic credit or degrees
- Activities intended primarily for fundraising
- Food, beverages or other refreshments
- Requests designed to reduce or eliminate existing deficits
- Interest on loans, fines, penalties and/or litigation costs
- Expenses incurred before the starting date of the period covered in the grant request
- Investments of any kind
- Performances not available to the general public
- Programs that have sectarian purposes
- Indirect costs
- The application of new artistic work to historic buildings or structures unless approved by the state historic preservation office as being in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (contact the Kentucky Heritage Council at 502-564-7005 or <http://heritage.ky.gov>)

No arts council funds may be used to match another grant from the arts council. In addition, the same matching funds may not be used for more than one arts council grant. In some cases, arts council grants may be used to match National Endowment for the Arts or other federal grants; call staff for clarification before committing funds for such purposes. The arts council also reserves the right to make special stipulations on how specific grants funds may be spent.

Program Timeline

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| Application deadline | January 15, 2012 |
| Postmark deadline for submission of paper copy of the application and attachments | January 20, 2012 |
| Review of applications by panel | April - May 2012 |
| Review of recommended applicants by KAC board | June 2012 |
| Applicant notification | As soon as possible after board approval of panel recommendations |
| Use of grant funds may begin | July 1, 2012 |
| Use of grant funds must conclude | June 30, 2013 |
| Final Report due | July 30, 2013 |

Accessing the Online Application

Applications for this program are made through the Kentucky Arts Services OnLine (KASOL) located at www.culturegrants-ky.org. If you have not used KASOL before, you will first set up a new profile. Be sure to file your username and password in an accessible place to ensure that you can access the profile later.

Please note: You must have your IRS determination letter in order to complete your profile. If you do not have this document available on your computer, follow these steps:

1. Scan the IRS determination letter.
2. Save as a .PDF or .DOC file.

After creating a profile in KASOL, you will be taken to a “Complete Profile” page. You will upload your IRS determination letter at the bottom of this page. You must upload this document before clicking the “Update Profile Information” button. If the IRS letter is not uploaded, you will not be able to proceed to the application and may lose the data already entered on the “Complete Profile” page.

If you are unsure whether you have an existing KASOL profile, please contact Mike Brooks, grants manager, at 888-833-2787, ext. 469, or mike.brooks@ky.gov. **Do not create a duplicate profile.**

Data Universal Numbering System (DUNS) Number

The arts council requests that all applicants have a DUNS number. Dun & Bradstreet keeps track of more than 70 million businesses worldwide through its Data Universal Numbering System. In recent years, the DUNS number has become increasingly important as an arts advocacy tool for both federal and local governments (e.g., the National Endowment for the Arts and the Kentucky Arts Council) and national arts organizations (e.g., Americans for the Arts). Organizations use data from DUNS number applications to demonstrate the power of the arts to stimulate economic activity and create jobs. To learn more about the DUNS number, click below to visit the American for the Arts website:

http://www.americansforthearts.org/information_services/research/services/creative_industries/004.asp.

To apply for your free DUNS number, click below to access the Dun & Bradstreet website:

<https://eupdate.dnb.com/requestoptions.asp>

Previewing Applications

Before submitting your final application to the arts council, make sure you click the “Preview Application” button and carefully review your application in PDF format. In rare cases, when text entered into text boxes nears the maximum character count, the PDF may not capture the last words you typed in the box. If you detect this error, edit the text in the box to delete some of the characters and click “Preview Application” again to verify that the PDF is correct.

Program Support

The arts council staff will offer the following support to ensure that the program standards and goals are met:

- Assistance from arts council program directors in selecting appropriate program categories, and in answering questions about programs
- Review of draft applications submitted at least two weeks prior to the application deadline
- Consultation regarding applicant eligibility, competitiveness for funding, budget issues, etc.
- Referrals to potential partners for programs
- Advice in locating appropriate technical assistance to evaluate and increase applicants' accessibility and arts participation

Application Process

Completed application forms must be submitted via Kentucky Arts Council's online application system by midnight Eastern time **January 15, 2012***. Upon online submission, applicants will receive a confirmation e-mail with the application PDF attached. (If you do not receive a confirmation, contact the arts council immediately.) Print and sign the PDF **in red ink** and mail or deliver it to the arts council by **January 20, 2012***, with any required documents and supporting materials, in accordance with the program guidelines. The PDF and materials must be: 1) officially postmarked by the U.S. Postal Service, or 2) delivered by a shipping service (e.g., UPS, Federal Express, etc.) with a paid receipt on or before the deadline date, or 3) hand delivered to the arts council office no later than 4:30 p.m. on the deadline date. If the arts council does not receive the printed and signed PDF with attachments by the due date via one of the three delivery options above, your application will be considered ineligible. **Packages dated with internal postage meters and applications sent by FAX or e-mail will not be**

accepted. Please note that, due to postal regulations, all packages over 13 ounces must be given directly to a postal clerk at a post office, not dropped in a postal box.

* If either the electronic-submission deadline or the PDF-submission deadline falls on a Saturday, Sunday or a state or federal holiday, the deadline date will be the following day that is not a Saturday, Sunday or a state or federal holiday.

Following the deadline, each application will be reviewed by the program director, who may contact the applicant if clarification is needed. Applicants will be notified by e-mail/letter of their status in the application/panel process.

Supporting Materials

Applicants may submit relevant supporting materials, such as letters of support, favorable reviews, sample programs, organizational brochures, subscription or membership brochures, videos, digital recordings to demonstrate quality of performing or visual arts, exhibition catalogs, etc.

It is recommended that supporting materials be limited to 15 pages/pieces of any combination of the above. Letters of support, reviews and other photocopied materials must be on standard-size (8 ½" x 11"), single-sided, white paper only. Applicants should carefully prioritize and select supporting materials. Excessive supporting materials will not be forwarded for panel review.

All supporting materials submitted should be clearly labeled with the applicant's name and explanation of the material's significance.

Supporting materials will not be returned.

Panel Meeting

A panel of arts professionals and other individuals with relevant experience will review all applications according to the performance expectations. Please be aware that panels are comprised of individuals from both inside and outside Kentucky who may be unfamiliar with the state's organizations, artists and/or communities.

The arts council conducts an open panel review process for this program. This means that applicants and other interested people may, and are encouraged to, attend the panel meeting, listen to the panelists' deliberations and briefly respond to direct questions from the panel. The arts council will send notification of panel dates to applicants after the application deadline.

Arts Council Board Meeting

The panel's recommendations are forwarded to the arts council's governing board for approval.

Grant Agreements

Applicants that receive a favorable recommendation enter into an agreement with the Commonwealth of Kentucky. Agreements cannot be altered without prior approval from the arts council's appropriate program manager. Grantees are required to promptly notify the arts council in writing of any changes in their grant activity. If grantees do not notify the arts council about changes before they file a public value report, future funding will be jeopardized. Grants are for the period specified in the approved application. Funds must be spent or committed for activities taking place within the period stated unless an extension has been approved in writing. Funds spent before the period starts are not eligible and must not be included in the budget.

Funds granted must be expended solely for the activities described in the approved application, unless specific approval has been received in writing. Any funds granted but not spent must be returned to the arts council at the conclusion of the grant period.

Grant agreements must be signed and returned within 15 days, and grant funds must be dispersed by the arts council by June 30, 2013. Funds are not available after this time.

Public Value Reports

All arts council grantees must submit a public value report within 30 days of completion of the grant period. The public value report form must be accessed through the Kentucky Arts Council's online application system.

If a grantee fails to submit the required public value report for any grant, the arts council will accept no future applications from the grantee organization until an acceptable public value report is received.

Appeals

Applicants may appeal adverse grant decisions if they can demonstrate any of the following:

- The review of the application was based on criteria other than those appearing in the arts council guidelines.
- The final decision was unduly influenced by a panelist with undisclosed conflicts of interest.

- Required application information submitted by the appropriate deadline was withheld from the review panel or the arts council.

Applicants must initiate a formal appeal within 30 calendar days of the date of the award-notification letter of the arts council decision. Upon receipt of this award-notification letter, applicants should first consult with the program director to review the considerations that went into the arts council decision. If, after such consultation, applicants wish to pursue an appeal, they must do so in writing to the arts council's executive director. If applicants are unable to consult with the program director within the time limitation, the applicants must still submit a written appeal, postmarked within the 30-day period.

In the executive director's response to a formal appeal, a deadline date for submission of all material supporting the appeal will be established. No such deadline date will be set earlier than seven days or later than 21 days from the date of the executive director's letter. Failure by applicants to meet any deadline date in the appeals process will result in the loss of the right to appeal.

An ad hoc committee of members of the arts council board will review all appeals. Should the committee recommend a change in the applicant's funding, the arts council board at its next regular or special meeting shall act upon the committee's recommendations. The ruling of the arts council board shall be the last administrative remedy and there shall be no further right of appeal.

For More Information

The arts council welcomes all questions regarding this program and application. For more information, please contact:

Daniel J. Strauss
Senior Program Analyst
502-564-3757 Ext. 474
E-mail: Dan.Strauss@ky.gov

Kentucky Arts Council
21st Floor, Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601-1987
Phone: 502-564-3757
Toll-free: 888-833-2787
FAX: 502-564-2839

Send comments or questions to: kyarts@ky.gov

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URL: <http://artscouncil.ky.gov>
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